



417th Base Support Battalion *Commander's Policy*

Policy Number: 2-2

Proponent: AETV-WG-WE

Date: 7 August 2003

SUBJECT: Awards Program

1. REFERENCE: AR 600-8-22

2. PURPOSE: To establish guidelines and procedures for the 417th Base Support Battalion's quarterly awards program.

3. SCOPE: The 417th Base Support Battalion, S-1 Office, is responsible for conducting quarterly award ceremonies for military and civilian personnel assigned and attached.

4. POLICY:

a. Award ceremonies will be held once every quarter. Date, time and location will be determined by the S-1 Office.

b. Award recipients and their supervisors will be present not later than 15 minutes prior to the ceremony.

c. Each Staff Office/Directorate in receipt of final approved awards for civilian employees will frame and forward the awards to the S-1 Office not later than one week prior to the award ceremony date.

d. Military awards will be presented in Department of the Army award binders.

e. Special award ceremonies may be conducted at other times and locations by coordinating through the S-1 Office and with the command group secretary.

5. PROPONENT: 417th BSB, S-1/Adjutant's Office, DSN 355-8733/8372.


THOMAS H. FASS
LTC, EN
Commanding